

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, D.C. 20350-1000

SECNAVINST 5602.6A
SUP 10
16 January 1985

SECNAV INSTRUCTION 5602.6A

From: Secretary of the Navy
To: All Ships and Stations

Subj: OFFICIAL LETTERHEAD STATIONERY

- Ref:** (a) DODINST 5330.2 of 13 February 1984 (NOTAL)
(b) Standard Navy Distribution List Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-105)
(c) United States Navy Regulations
(d) Department of the Navy Publications and Printing Regulations, NAVSO P-35 (Rev. May 1979)
(e) OPNAVINST 5218.7

Encl: (1) Government Printing Office Letterhead Typestyle and Acceptable Equivalent Letterhead and Business Envelope Typestyle

1. Purpose. To reissue standardized official letterhead stationery format and style per reference (a).

2. Cancellation. SECNAV Instruction 5602.6.

3. Scope. Applicable to all Department of the Navy activities as listed in reference (b) except those under the command of the Commandant of the Marine Corps. Parent commands may authorize the use of official letterhead stationery for Department of the Navy elements not listed in reference (b).

4. Specifications

a. Seal. All official letterhead stationery of the Department of the Navy and of the United States Marine Corps shall bear the seal of the Department of Defense, one inch in diameter, one-half of an inch from the upper left and top edge of the sheet.

b. Other emblematic devices. Other seals, emblems, insignia, decorative or emblematic devices shall not be incorporated into official letterhead stationery.

c. Letterhead language, typography, and printing. Exemplified in enclosure (1).

(1) Department of the Navy. As follows, for all components of the operating forces of the Navy, the Navy

Department, and the shore establishment as defined in reference (c), except those under the command of the Commandant of the Marine Corps:

(a) First line. DEPARTMENT OF THE NAVY centered horizontally five-eighths of an inch from the top edge of the sheet in twelve-point "Heavy Plate Gothic Small Capitals #2," Government Printing Office Case Number 172M12 or equivalent.

(b) Individual activity name. Six-point "Heavy Plate Gothic Capitals #1," Government Printing Office Case Number 172M6 or equivalent.

(c) Address and Zone Improvement Program (ZIP) Code. Six-point "Heavy Plate Gothic Capitals #1," Government Printing Office Case Number 172M6 or equivalent. Center horizontally.

(d) Leading. Insert six-points between each line, additional to the size of the face.

(e) Spacing. The bottom of the printing shall be one and one-sixteenth inches from the top of the trimmed sheet. (A

(2) Command Titles. Titles of command or office officials other than those listed in reference (b), Part 2, List A shall not be printed on official letterhead stationery. With the exception of titles, other official letterhead stationery shall conform with addresses as listed in reference (b). As established by reference (d), printing of names of officials of the Navy on official letterhead stationery is prohibited. (A

(3) United States Marine Corps. As follows, for all components of the Headquarters of the Marine Corps, the operating forces, and the supporting establishment as defined in reference (c):

(a) Headquarters United States Marine Corps. Letterhead stationery shall conform with subparagraphs 4c(1) (a) through (e).

(b) Marine Corps activities. Language and typographical aspects of letterhead stationery for activities are as delineated in current Marine Corps Publications and Printing Regulations.

(4) Printing method. Subject printing may be produced by letterpress or by offset lithography (whichever is

SECNAVINST 5602.6A
16 January 1985

more economical); embossing or engraving processes, including thermographic processes, are prohibited unless approved by the Director, Navy Publications and Printing Service.

(5) Colors of ink. One color. Blue, Pantone Matching System 288, or equivalent. Official letterhead stationery of field activities may be printed in black if PMS 288 or equivalent is not available.

R) (6) Paper stock. Official letterhead stationery and continuation sheets for the Secretary of the Navy, Chief of Naval Operations, and the Commandant of the Marine Corps, are not to exceed 20-pound basis weight (per 1000 sheets) "100 Percent White Bond," JCP G80; all other official letterhead stationery is not to exceed 20-pound basis weight (per 1000 sheets) "25 Percent White Bond," JCP G40.

(7) Trim size. Eight and one-half inches by eleven inches.

5. Optional features. Use of any of the following for official letterhead stationery is optional:

a. The phrase "in reply to" may be printed in five-point "Light Gothic Capitals #3," Government Printing Office Case Number 170M5 or equivalent.

b. Markings to indicate address area for window envelopes.

c. Fold markings to indicate business letter foldings.

R) d. A one-half point copy-depth guideline, one and one-half picas (approximately three-fourths inch long), placed one and one-half inches from the bottom and bled left.

e. Slogans, when approved by the Director, Navy Publications and Printing Service, printed in the bottom margin approximately one-half of an inch from the bottom of the page.

f. Preprinted in continuous feed format, one-part paper, C.W. Bond Sub. 40 or equivalent for use in word processing equipment.

A) g. Computer- or word processor-generated letterhead stationery may be used for correspondence wholly within the Department of Defense provided:

(1) Such correspondence is not prepared for the signature of the Secretary or Deputy Secretary of Defense,

or Executive Secretary of the Department of Defense, the office of the Secretary of the Navy, the Chief of Naval Operations, or the Vice Chief of Naval Operations.

(2) No element of the letterhead is larger than that authorized for preprinted stationery.

(3) No seal, emblem, decorative device, distinguishing insignia, slogans, or mottos are used.

(4) Stationery size conforms to that required for preprinted letterheads.

(5) Such correspondence conforms with paragraph 4c(1) (a), (b), and (c).

6. Letterhead envelopes. To be in conformance with United States Postal Service (USPS) standards, as exemplified in enclosure (1) and reference (e). **(R)**

a. Envelopes, language, typography, and printing:

(1) Department of the Navy. As follows, for all components of the operating forces of the Navy, the Navy Department, and the shore establishment as defined in reference (a), except those under the command of the Commandant of the Marine Corps:

(a) First line. DEPARTMENT OF THE NAVY horizontally three-eighths of an inch from the top and from the left margin of the envelope in ten-point "Heavy Plate Gothic Small Capitals #3," Government Printing Office Case Number 172M10 or equivalent.

(b) Individual activity name. Six-point "Heavy Plate Gothic Capitals #2," Government Printing Office Case Number 172M6 or equivalent.

(c) Penalty phrase. Six-point "Heavy Plate Gothic Capitals #1," Government Printing Office Case Number 172M6 or equivalent.

(d) Address Correction Requested phase. A phrase requesting an address correction is optional. When added to the envelope it should be placed two lines below the penalty phrase in six-point "Heavy Plate Gothic Capitals #1," Government Printing Office Case Number 172M6 or equivalent. **(A)**

(e) Official indicia. As exemplified in enclosure (1), three-eighths of an inch top and right hand margins. Typography, six-point "Heavy Plate Gothic Capitals #1," Government Printing Office Case Number 172M6 or

equivalent, as illustrated. Eagle symbol not larger or smaller than indicated and containing the circled R as shown.

A) (f) **Facing Indicia Mark (FIM).** A FIM pattern must appear on all letter-size mailing pieces containing the "Postage and Fees Paid, Department of the Navy, DOD-316" indicia. The purpose of the FIM is to facilitate automation in the processing of letter-size mail. Enclosure (1) exemplifies the pattern required by the U.S. Postal Service to correctly interpret the FIM for automated mail processing.

A) (g) The FIM pattern and use of the postal emblem on larger than letter-size mail is not required.

(2) **United States Marine Corps.** Preparation of envelopes and mailing labels for Marine Corps use will be in accordance with current Marine Corps Directives.

R) b. **Letterhead mailing envelope size.** Nine and one-half inches by four and one-eighths inches. Standard Number 10 envelope.

c. **Colors of ink.** One color. Blue, Pantone Matching System 288 or equivalent. May be printed in black if PMS 288 or equivalent is not available.

d. **Leading.** Insert six points between each line, additional to the size of the face. Center three-pica hairline

rules six points apart under DEPARTMENT OF THE NAVY and above Official Business.

e. Borders, markings, slogans, or designs shall not be imprinted or affixed on mailing envelopes.

7. Mailing labels

a. To be in conformance with USPS standards as exemplified in enclosure (1) and reference (e).

b. All mailing label language and typographic elements are as given for letterhead envelopes in paragraph 6 except as follows:

(1) **Label size.** Not smaller than five inches by three inches.

(2) **Marginally-punched labels.** Margins may be adjusted as required to allow necessary edge punching.

(3) **Color of ink.** One color. Black.

8. **Action.** As considered necessary by addressees to insure implementation of policy.

EVERETT PYATT
Assistant Secretary of the Navy
(Shipbuilding and Logistics)

Distribution:

SNDL Parts 1 and 2
MARCORPS Codes H and I
NAVSUP (50 copies)

Stocked:

CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120 (500 copies)



DEPARTMENT OF THE NAVY
NAVY PUBLICATIONS AND PRINTING SERVICE
MANAGEMENT OFFICE
WASHINGTON, D.C. 20374

12 Point "Heavy Plate Gothic Small Capitals No. 2," Government Printing Office Case Number 172M12 or equivalent.

6 Point "Heavy Plate Gothic Capitals No. 1," Government Printing Office Case Number 172M6 or equivalent.

SECNAVINST 5602.6A

JAN 16 1965

Government Printing Office Standard Letterhead Typestyle

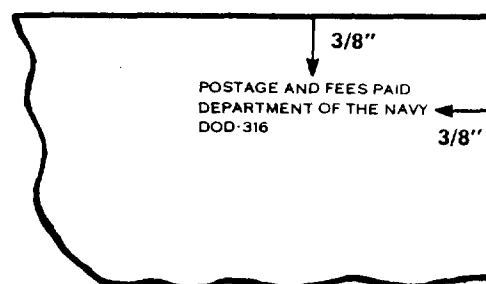
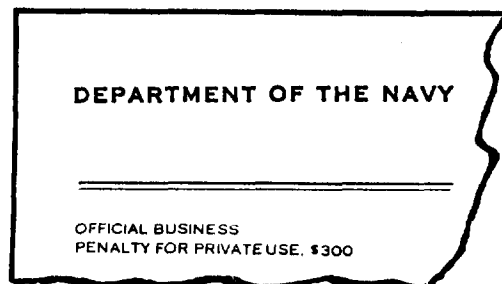
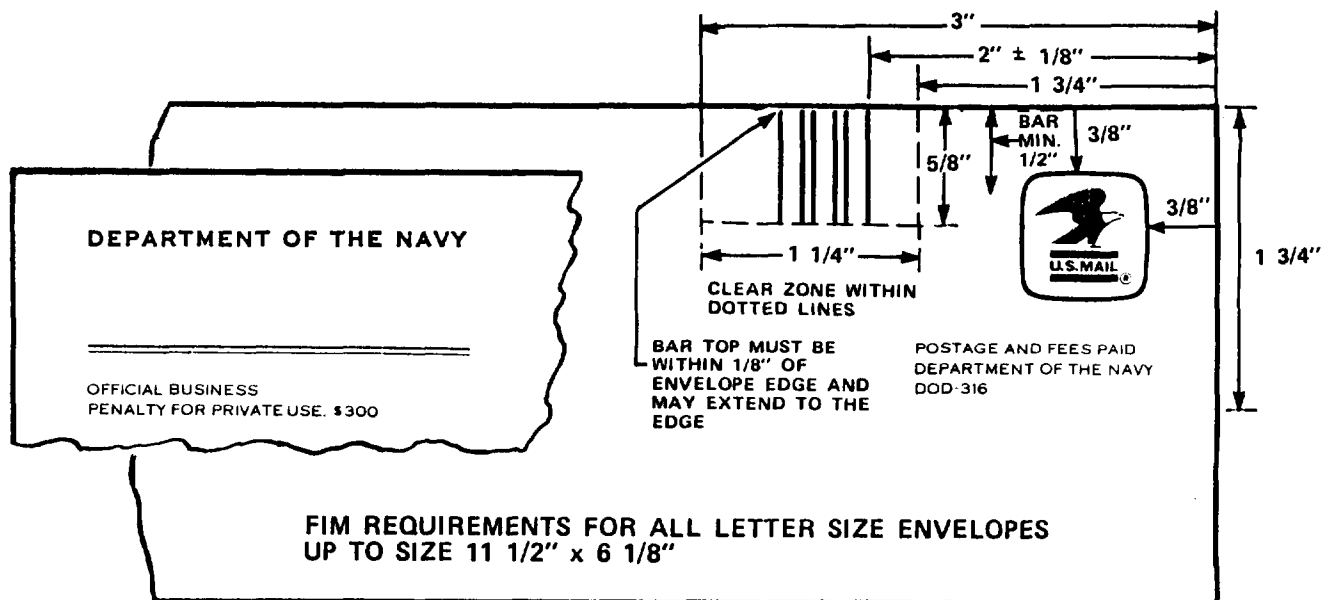


DEPARTMENT OF THE NAVY
NAVY PUBLICATIONS AND PRINTING SERVICE
MANAGEMENT OFFICE
WASHINGTON, D.C. 20374

14 Point "Copperplate Heavy Small Capitals."

7 Point "Copperplate Heavy All Capitals."

Acceptable Equivalent Standard Letterhead Typestyle



(OTHER THAN LETTER SIZE MAIL)